



National  
Aeronautics and  
Space  
Administration

# Headquarters Secretarial/Clerical Award Nomination

See Reverse for Instructions.  
(Both sides of this form must be completed.)

NAME OF NOMINEE		POSITION TITLE	
OFFICE/ORGANIZATION NAME			GRADE
PREVIOUSLY NOMINATED <input type="checkbox"/> YES <input type="checkbox"/> NO YEAR(S): _____		PERFORMANCE PERIOD COVERED NTE 1 YEAR (Dates) FROM: _____ TO: _____	

BRIEFLY DESCRIBE NOMINEE'S DUTIES AND RESPONSIBILITIES

JUSTIFICATION (Using the criteria for nomination, briefly describe specific details of nominee's performance which clearly demonstrate excellent secretarial/clerical skills. Provide justification, using specific examples, in the spaces provided.) (DO NOT ATTACH ADDITIONAL SHEETS)

TECHNICAL SKILLS:

INITIATIVE/CREATIVITY:

ADMINISTRATIVE SKILLS:

COOPERATIVENESS/INTERPERSONAL RELATIONS:

MANAGEMENT OF WORKLOAD:

IDENTIFY HOW NOMINEE'S PERFORMANCE RESULTED IN IMPROVEMENT OF THE EFFICIENCY OF NASA HEADQUARTERS. (DO NOT ATTACH ADDITIONAL SHEETS)

RECOMMEND CITATION (30-35 WORDS) OR LIST MAJOR POINTS TO BE CONSIDERED IN PRESENTING AWARD. (DO NOT ATTACH ADDITIONAL SHEETS)		
NOMINATED BY <i>(Printed name and title)</i>	OFFICE/ORGANIZATION NAME	TELEPHONE NUMBER
SIGNATURE		DATE

### **INSTRUCTIONS**

- Only headquarters supervisors and civil service employees can nominate. No other form may be used.
- Nomination narrative must fit within the space provided on the NHQ 212, without attachments.
- No self-nominations will be accepted.
- Nominees must have served a minimum of one year in NASA as of January 1 of the year in which the award is given.